



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 6, 2014

Tameka Thompson  
1035 7<sup>th</sup> St.  
Des Moines, IA 50316

Dear Child Care Provider,

This letter is in regards to the November 6, 2014 there compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

***Nine preschool-aged children were present at the time of the visit. Provider indicated her relative's child was a drop-in today and is not typically there. Provider also reported one of the children who typically arrives at 3:00 pm arrived this morning. The relative did return during the course of the spot check to care for her child. Provider indicated she typically has an approved assistant and substitute, however, this individual had the day off. Provider reported two of the children or part-time children. Provider was advised about her numbers and informed only six preschool children including infants can be present at any given time. Provider is also allowed two part-time children. Provider was advised she cannot accept drop-in's under any circumstance if this child would put her over and numbers. Provider should also not deviate from set schedules and allow afternoon children to come in the morning with the other regular children if that puts the provider over numbers as well. Provider agreed to keep better track of her numbers. This worker also advised her own preschool-aged child counts in her numbers.***

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

***Pine-Sol and other cleaning supplies were observed in under the kitchen sink which was not locked. Medication was also observed in the first-aid kit which is easily accessible to children. Provider was asked to move the first-aid kit as well as the cleaning supplies to and in accessible location. Provider also has the option to install safety locks on the kitchen cabinet doors.***

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

- ☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

***First aid kit should be replenished with bandages, gauze, scissors, latex gloves, etc.***

- ☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

***Provider acknowledgea she is not testing smoke detectors each month. Provider was asked to began checking the smoke detectors to ensure the batteries are working on a monthly basis; provider will begin checking this consistently. Provider should document t these checks are occurring on the same sheet where practice fire and tornado drills are documented. Provider was advised batteries do not need to be changed every month, but only in the event they are not working.***

- ☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

***Provider agreed to make her own non-smoking sign. Provider should ensuret the sign includes the website listed above.***

- ☐ 110.5(1)s If children use above ground or in-ground swimming pools:

***Provider was advised during pool season some sort of activity consent form or informal permission slip should be created and signed by the parents on an annual basis giving their child permission to swim while in day care.***

- ☐ 110.5(1)s Written permission from the parents is on file.

- ☐ 110.5(1)s The provider accompanies and provides constant supervision while the children use the pool.

- ☐ 110.5(1)x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

***Provider is renting her current residence and is not aware what year the home was built. She is also unaware individual let assessment has been completed. Provider will contact her landlord to discuss the matter.***

- ☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

***Provider's household all had current physicals. Provider needs an updated physical. Provider was advised she should use the new forms in the packet of forms provided on pages 24 and 25. This form is good for a three-year period.***

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

***Provider's assistant/substitute should have an individual file with the following information located for easy access. Provider's relative was present and assisting with childcare responsibilities. This particular relative is not currently on provider's registration as an assistant or substitute. Provider did indicate they have plans to add this individual to the registration as an approved assistant/substitute. This relative is not household member and should not be present while day care children are present or assisting in the care of day care children until they have been approved by registration. Provider will need to use the already approved assistant/substitute until that time.***

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

☐ 110.5(8) Children's Files

***Provider should go through all of the children's files separating previous clients from current clients to make records more accessible. Two of the seven children present did not have individual files containing the following information.(Child S and child A). Child B. K. Needs all of the following items in their individual file.***

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***Child J. T. Needs this document and is file. Provider can use the document on page 3 if needed.***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***Provider should double check all files.***

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***Child K. C. Document has expired. Child L. F., C. F., and T. R. All need current documentation. Provider can use document on page 4 to assist parents and physicians in completing the necessary information.***

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

***Following children need a current immunization record: L.F., C.F., and J. T.***

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

***The number requirements for category beer listed below. Provider was only out of compliance on 110.9(1)a. The rest of the points are listed for providers information to better keep track of numbers.***

☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

☐ 110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

☐ 110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

☐ 110.9(1)c Not more than four additional school-age children.

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

☐ 110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

☐ 110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: December 21, 2014.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Melissa Crawford  
Social Worker II

*C. Mark Chappelle*  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).